



American Consulate General, Chennai

Chennai
October 31, 2003

SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES

ANNOUNCEMENT NUMBER: CHE-PSAP-04-002

OPEN TO: All Interested Candidates

POSITION: Visa Clerk, FSN-1415-06
(Personal Services Agreement)

OPENING DATE: October 31, 2003

CLOSING DATE: November 14, 2003

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-8*
Ordinarily Resident: Grade: FSN-6*

*Starting salary and grade will be determined on the basis of qualifications, experience and/or highest previous salary.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Chennai is seeking individuals for **six** positions of Visa Clerk in the Non-Immigrant Visa unit of Consular Section.

BASIC FUNCTION OF POSITION

Performs highly responsible and moderately difficult work pertaining to Non-Immigrant Visa Services, including pre-screening all non-immigrant visa applications, providing NIV information to the public, interpreting for American officers, and operating the Machine Readable Visa (MRV) system.

QUALIFICATIONS REQUIRED

1. Completion of university degree is required.
2. Two years of office clerical work involving public contact, or at least one year of progressively responsible experience in work involving the application of regulatory material and public contact, or other closely related experience is required. Records and/or data management experience is particularly useful.
3. Advanced professional proficiency in English is required (Level IV (fluent) in speaking, Level IV in reading and Level III (good working knowledge) in writing). Advanced professional proficiency in at least one of the six other languages used in Chennai NIV operations (Tamil, Telugu, Malayalam, Kannada, Urdu, Hindi) is required: Level IV in speaking, Level IV in reading, Level III in writing.
4. Ability to type and to learn complex consular software is essential. Must be able to work well with the general public, exercising tact, discretion and good judgment in a high pressure environment. Must be able to understand and apply the processes of checks and balances and of proper documentation in processing of visa applications.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, **Form HR-01, available on website**
<http://chennai.usconsulate.gov/wwwhhumres.html>
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General

Management Office

Attention: Charles C. Schenck

220 Mount Road

Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh

Telephone: 2811-2000

FAX: 2811-2020

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel

orders of a US citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **November 14, 2003**.